


**ADMINISTRATIVE POLICY: 2013-04**

**SUBJECT:** City Employee Wellness Program

**DATE ISSUED:** June 12, 2013

**DATE EFFECTIVE:** January, 1, 2013

**APPROVED BY:**

  
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Nabel Shawa, City Manager

**SECTION ONE: PURPOSE**

To create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being. This policy outlines the framework for the administration of the City's Wellness Program by defining its mission and goals; outlining the membership requirements of the Committee; and to equitably distribute the work required to make this a valuable program for the City.

**SECTION TWO: MISSION STATEMENT**

The mission of the Wellness Program is to promote the improved health and well-being of our employees in order to prevent illnesses and injuries, improve morale, reduce absenteeism and enhance productivity and performance.

The City's Wellness Program is established in recognition that:

1. Healthy productive employees are critical to the provision of high quality and efficient local government services; and
2. The health and well-being of employees has a direct effect on the cost of government services;

**SECTION THREE: GOALS**

1. To support wellness in the workplace by creating a program that meets the needs and interests of the employees of the City of Walla Walla.
2. Improve the quality of life through knowledge about health and a healthy life-style.
3. Improve morale and well-being at work.
4. Reduce long-term costs related to the treatment of illnesses and accidents.

#### **SECTION FOUR: CITY WELLNESS PROGRAM POLICY**

1. Administration: The City Wellness Program is administered through the Human Resources division and shall have its own budget.
2. Participation: Any participation in the programs and activities of the Wellness Program are open to all City employees and family members on a voluntary basis.
3. Wellness Committee: A voluntary Wellness Committee as outlined below shall assist with the planning oversight, management, promotion and execution of wellness program activities.
  - A. The Wellness Committee will be comprised of ten (10) rotating members and two (2) permanent members and ten (10) alternate members. Members will include representatives from all City departments and levels of management. A member of the Human Resources staff will serve in one of the permanent positions in the capacity of Wellness Coordinator. The second permanent member will be a representative of the City-wide Safety Committee.
  - B. Terms: Members will serve on a two-year rotating basis, with rotations occurring every other year and a goal that no more than four members will change in the same year to ensure continuity in the events and scheduling. If any member must relinquish their position for any reason, the responsible department will have up to two weeks to replace their member.

If less than a year is remaining in a departing rotational member's term, the new member will complete the previous term as well as their own two year term.

The permanent Committee member, who will be a staff member from the Human Resource Division, will serve executive functions (as described in Section J.) and will not be subject to the two year term limit.

Departments will provide the ten (10) rotational members and one (1) alternate each to the Committee in accordance with the following allocations:

City Hall	1
Fire	2
Library	1
Parks and Recreation	1
Police	1
Public Works	2
Support Services	1
WESCOM	1



F. Program Involvement:

The City Manager and Department Directors will provide staff time to the members of the Wellness Committee to conduct its activities.

The City Manager and Department Directors will allow employees to have release time for wellness activities and programs insofar as the normal work demands are appropriately met.

The program will use non-committee volunteers from the workforce to help implement specific wellness program activities.

G. General Committee Requirements:

1. All meetings will start promptly and end on time.
2. All Committee members are equal participants and have equal rights and responsibility to voice opinions and ideas and share in the success of the program.

H. Member Requirements/Expectations. Members are responsible for:

1. Attending Wellness meetings.
2. Informing another attending member if they cannot attend a meeting.
3. Serve on at least one-subcommittee a year.
4. Assist (as needed) other members with their Wellness events.
5. Represent their department and educate its employees of the various Wellness activities.
6. Share ideas freely and raise any concerns or objections and offer alternative solutions when a decision is to be reached by consensus.
7. Fully support all agreed upon decisions by the Committee.
8. Work in conjunction with management and AWC to increase awareness about the benefits of healthy living.

I. Wellness Committee Chair Requirements/Expectations. The Chair will be elected by regular members of the Committee at the beginning of each calendar year and is responsible for:

1. Preparing the agenda in advance of all meetings.
2. Managing the meetings and follow the presented agenda.

J. Permanent Staff Requirements/Expectations. The permanent staff is responsible for:

1. Assist with the preparation of the agenda in advance of all meetings.
2. Assist with updating and managing the Wellness Committee monthly email newsletter.
3. Apply for, obtain, and manage any annual grant funding requirements.
4. Manage the budget and financial program requirements.
5. Attend conferences and retreats established by AWC when possible or coordinate training on site.
6. Find new avenues to work with other organizations to maximize wellness resources and relationships.
7. Prepare and distribute, in coordination with the Safety Committee, the monthly Wellness newsletter.
8. Prepare and distribute minutes of Committee meetings.
9. Prepare and submit all required reports to Human Resources, City Council, AWC, etc.

Distribution: All Departments, post on City's Intranet site

Original: Administrative Policy File